

BOARD OF SELECTMEN DRAFT MINUTES OCTOBER 15, 2012

1. Call Meeting to Order

Vice-Chairman Don Clement reconvened the Board at 7:00 pm in the Nowak Room of the Town Offices building. Other members of the Board present were Selectman Frank Ferraro, Selectman Dan Chartrand and Selectwoman Julie Gilman. Town Manager Russell Dean was also present. Chairman Matt Quandt was unable to attend.

2. Board Interview – Economic Development Commission

The Board interviewed Jason Proulx for a position on the Economic Development Commission in the Wheelwright Room at 6:50 p.m. prior to the regular business meeting.

3. Bid Opening: Surplus Vehicles

The following bids were received for the surplus vehicles:

| | | | |
|----------------------|---------------------------|-------|-----------------------|
| Chicago Motors, Inc. | 2001 Ford Crowne Victoria | \$607 | |
| | 2000 Ford Explorer | \$607 | |
| | 2001 Ford Taurus | \$707 | Total bid: \$1,921.00 |

| | | | |
|--------------------|---------------------------|-------|------------------|
| Robert Webb | 2001 Ford Crowne Victoria | \$250 | |
| Bob;s Heavy Equip. | 2000 Ford Explorer | \$250 | |
| | 2001 Ford Taurus | \$250 | Total bid: \$750 |

Mr. Ferraro moved to award the sale of the three surplus vehicles to Chicago Motors, Inc. for their bid of \$1,921.00. Mr. Chartrand seconded. Motion carried.

4. Public Comment

Don Woodward thanked Town Manager Russell Dean and Mr. Quandt for hosting the tour of the manufactured home communities last week. He was grateful they were able to attend on behalf of the Town.

5. Minutes & Proclamations

- a. Regular meeting: October 1, 2012 – Mr. Chartrand moved to accept the minutes as written, seconded by Ms. Gilman. Motion carried.

6. Appointments - none

7. Discussions/Action Items

a. New Business

i. Paul Kirshen, UNH presentation – Sustainability Grant

Paul Kirshen provided a presentation on the “Community-based Climate Change Management in Exeter” project which will focus on the Exeter-Squamscott River watershed. Mr. Kirshen said the first step in the project will be listening to the residents about their concerns, what they would like to learn and what results they would like to see from this study. This interaction with residents will occur Spring-Summer 2013 and then recommendations will be made in 2014. Mr. Kirshen said that this study will be useful to the dam removal study. Mr. Chartrand thanked Town Planner Sylvia von Aulock and Mr. Kirshen for coordinating this presentation to the Board.

ii. Finance Department Quarterly Report – Doreen Ravell, Financial Director

On the revenue side, Ms. Ravell pointed out that many of the revenues categories currently with a low percentage of collection would increase by the end of year. Overall, the revenue trending is in line with targets amounts.

Mr. Ferraro asked about the spending for the Recreation Revolving Fund and for EMS. Ms. Ravell will provide the Board with the specifics of those expenditures.

This was discussion concerning the outstanding property tax bills for Tax Years 2005-2008 and 2009. Ms. Ravell said the remaining amounts for 2005-2008 cannot be pursued due to bankruptcies. For 2009, Mr. Clement said residents who have passed the two-year time limit will be sent letters encouraging them to make arrangements for the overdue taxes. The Tax Collector will be compiling an updated list of those still in arrears from 2009. Mr. Dean noted that tax-deeded properties are listed on the Town website.

A discussion on the Water & Sewer receivables also focused on overdue bills. Currently, bills that are overdue by 90 days or more account for 37% of what is still due and this will be further reduced by payment plans. Ms. Ravell noted that many of these overdue bills are for sewer-only customers which cannot be shut off

Mr. Dean said that other towns have utilized liens for sewer and perhaps that is a process that should be evaluated for Exeter. Mr. Clement agreed that this is a subject that should be discussed. Ms. Ravell noted that other methods are used by the Town, such as houses in short sales and working with the real estate agent, and asking if the buyer will pay the bill at closing.

iii. Police Grant Funds Closeout

Police Chief Kane had submitted a memo to Mr. Dean listing 8 grants that need to be closed out as advised by the Finance Department. The impact on the General Fund is a deficit of \$3,885.00.

Mr. Chartrand moved to close out the 8 grants listed on Chief Kane's memo. Ms. Gilman seconded. Motion carried.

Mr. Ferraro requested that, in the future, that an explanation be provided for any deficits listed. Mr. Dean agreed when such information is available, i.e., the item is not very old and therefore that information would be readily available.

iv. Transportation Fund Report

The figures for this fund were updated as of 9/30/12 for the Board's review. Mr. Clement and Mr. Woodward noted the Taxi Ticket program has been very successful.

Mr. Ferraro commented that the Transportation amounts that are not deficits should not be parentheses and doing so can cause confusion. Mr. Dean noted that, as a general practice, towns list revenues as offsets in parentheses.

v. Fire CIP Updates: Fire Substation, Ladder Truck

Fire Chief Brian Comeau, accompanied by Assistant Chiefs Ken Berkenbush and Eric Wilking, provided presentations on 1) the proposed sub-station to be situated on a 2.05 acre parcel on Continental Drive off of Epping Road and 2) the need for a leased ladder truck with an aerial device which is now required.

The primary goal of a new sub-station is to have a reduction in response time. There has been approximately \$70K spent in various studies on a new sub-station and one key finding is that the

new station could potentially improve response time from 63% to 84%. The new sub-station would be designed to last 25-50 years, have an apparatus bay for 2 engines and 1 ambulance, provide a kitchen and day rooms, have space for operational support and also space for the utilities needed in a fire station.

Asst. Chief Wilking referred to the listing he compiled comparing costs of recently constructed fire stations. The proposed cost per square foot for the new sub-station (\$276.76) falls well within the range of the costs per square foot for the other stations listed in his comparison. The estimated cost to construct the concrete block building is \$1.9M plus costs to outfit the station brings the total estimated cost to \$2.4M.

Chief Comeau explained the project timeline: 2013 – to the voters, 2014 – start construction, and open for operations in 2015 with 4 additional staff to the Department. He explained the cost to the community: a bond for \$2.4M over 20 years comes to \$119,800 a year. That amounts to a tax rate increase of 8 cents per 1,000.

There was some discussion on Chief Comeau's staffing requests and also the grant/property from Riverwoods which has remained unused.

Mr. Clement thanks Chief Comeau for an excellent presentation and report and explained that the process for the 2013 budget warrant is just beginning. The budget review is on-going and the provided information will be reviewed further.

The lease purchase of the ladder truck is \$880,000.00. This would cost \$101,986 a year with a 10-year term at 3%. The requirement for a truck with an aerial device is based on the number of three-story buildings in the town. An information sheet on the proposed truck was provided.

b. Old Business

i. ESC Barrier Report

The barrier report from Cross-Spectrum Acoustics was reviewed. Town Planner Sylvia von Aulock reported that Kevin Small, DPW, had discussed the report with the ESC and suggested they hire a structural engineer because the barrier are very high and heavy and may require footing. Members of the Board agreed that once the ESC had reviewed this report, any proposed plans for going forward should be reported to the Board. It was suggested this occur at the October 29th Board meeting.

Either Ms. Von Aulock or Mr. Dean will invite the ESC to attend the October 29th meeting.

Mr. Clement suggested inviting Lance Meister of Cross-Spectrum Acoustics to the next meeting. Ms. Von Aulock said she has already proposed that to Mr. Meister but he prefers communication via email. Mr. Ferraro requested that Ms. Von Aulock bring any questions to Mr. Meister via email for the Board.

8. Regular Business

a. A/P and Payroll Manifests

Mr. Chartrand moves a 10/5/12 accounts payable warrant in the amount of \$88,205.06. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 10/12/12 accounts payable warrant in the amount of \$112,001.79 for expenditures including chemicals, legal fees and electric bills. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 9/30/12 payroll warrant checks dated 10/3/12 in the amount of \$166,574.99. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 10/7/12 payroll warrant checks dated 10/10/12 in the amount of \$163,696.53. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moved dispersements from the General Fund in the amount of \$419,450.56. Ms. Gilman seconded. Motion carried.

Mr. Dean informed the Board that the leasing company for the ambulance requires that the Board read the leasing resolution into the record. Mr. Chartrand read the resolution and moved to approve the resolution. Ms. Gilman seconded. Motion carried.

b. Budget Updates – see Financial Director’s report above

c. Tax Abatements & Exemptions - none

d. Water/Sewer Abatements – none

e. Permits

The following permits were reviewed by the Board for approval:

Submitted by the Exeter Newsletter for use on October 23, 2012, 6:30-9:30pm. Mr. Clement moved to approve the permit, Ms. Gilman seconded, motion carried.

Submitted for Seacoast Idol shows on May 4-5 and May 18-19, 2012. Mr. Ferraro moved to approve the permit, Ms. Gilman seconded, motion carried.

Mr. Clement informed the Board that it needs to sign a document about notification that polls will be open for the upcoming election. The document then needs to be returned to the Town Clerk.

f. Town Manager’s Report

Mr. Dean reported the health insurance ratings were received: Blue Choice went up .08% and Matthew Thornton increased by 2.3%. The budget will be revised to incorporate these increases. Dental coverage went up 1.2%.

LGC returning surplus through the towns in December 2012. Exeter will receive \$106,883.03 as budget surplus, August 2013 budget surplus \$108,372.73. In addition the Town will receive a surplus payment of \$16,371.68 for dental insurance in August of 2013. These amounts will help the 2012 surplus and also the 2013 budget.

The Water Street interceptor project is going smoothly with good reports from the field. Second letters went out to residents to call Public Works to get water meters charged out because there was little response to the first notice. Mr. Dean noted other projects that are proceeding: ground water RQ project, waste stream project, grease interception inspections, Front Street roof, and flushing of the lines next week.

g. Legislative Update - none

h. Selectmen’s Committee Reports

Mr. Ferraro reported that Jay Childs filmed the Victoria Arlen event and it will be available on Channel 98. Mr. Ferraro attended the Water & Sewer Advisory Committee at which Mr. Dean

gave a summary of projects. The Committee is looking at fund balances and recommendations from the Board.

Mr. Chartrand the EDC meeting and said they are doing good work and attracting great companies to the town.

Ms. Gilman attended the Heritage Commission. There was discussion on the tear-down of the garage on Front Street. At an October 16 meeting, SAU 16 will discuss parking coordination for voting day.

Mr. Clement attended the Housing Authority meeting concerning the Water Street interceptor. Mr. Clement said the residents of 277 Water Street have endured a lot during this project and thanked them for their patience. Mr. Clement also attended the Conservation Commission meeting on October 9th. There was a discussion of the forest management cut at the Henderson/Swasey Town Forest. This is done periodically by a certified forester. The Commission will have a table at the Fall Festival on October 20th offering tours of Raynes Farm and Barn.

i. Correspondence

- A notice from the Exeter Firefighters Relief Association on the Annual Holiday Party on October 26, 2012.
- A letter from Nancy Casco of Families First thanking the Town for their support and the check in the amount of \$750.00.
- A letter from Pati Frew-Waters of Seacoast Family Promise thanking the Town for the donation of \$500.00.
- A letter from the NH Department of Safety announcing the FFY 2012 Competitive Local Grant Application Period. Applications are due by January 31, 2013.
- A letter from Jay Somers, Sr. Manager of Government & Regulatory Affairs at Xfinity on grandfather cable packages.
- A letter from Peggy Small-Porter of Richie McFarland Children's Center thanking the Town for social services funding in the amount of \$1,575.00.
- A copy of the letter, with attached maps and documentation, from Town Planner Sylvia von Aulock inviting Exeter property owners to attend a meeting on zoning changes on October 24, 2012, at 8:30 a.m. at the Town Offices.
- A letter from Nicholas A. Toumpas, Commissioner, NH Department of Health and Human Service, thanking the Exeter Fire Department employees and local volunteer groups for their work at the blood testing clinics.
- A letter from Superintendent of Schools Michael A. Morgan inviting senators, representatives and candidates to attend a meeting on October 29 to discuss a mandatory increase to the H&HS budget concerning retirement costs.
- An email to Mr. Dean from the NH Retirement System with dates for upcoming member education sessions.

9. Review Board Calendar

The next meeting of the Board is scheduled for October 29, 2012.

8. Non Public Session - none

9. Adjournment

Mr. Clement moved to adjourn, Mr. Chartrand seconded. Roll call vote: unanimous.
The Board stood adjourned at 9:30 p.m.

Respectfully submitted,
Chris deZarn-O'Hare
Recording Secretary